

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that vehicle accidents shall be reported to Law Enforcement (as appropriate), staff Supervisor, Human Resources Director, Facilities Department Supervisor/Designee and Safety Chairperson as outlined below.

III. DEFINITIONS:

None Available

IV. STANDARDS:

- A. All accidents resulting in major vehicle damage, damage to other's business or personal property, causing bodily injury to vehicle occupants or another person, or involving another vehicle must be reported to Law Enforcement immediately with a report to Supervisor and Facilities Supervisor/Designee as soon as possible thereafter. If a driver is unsure if Law Enforcement should be called (in the event of minor damage not resulting in any of the above), they must immediately contact their Supervisor or Facilities Supervisor/Designee for a determination.
- B. State law requires that name of individual(s) receiving services riding in a vehicle when an accident occurs must be provided to investigating law enforcement, if requested. However, vehicle drivers should instruct law enforcement officers not to identify passengers as mental health individuals on the accident report. Names and addresses may be used without group home name.

V. PROCEDURES:

Driver

- 1. Notifies Law Enforcement immediately when an accident occurs (as appropriate based on Standard A

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above) and then notifies their Supervisor and the Facilities Supervisor/designee as soon as possible thereafter.

2. Secures the name of driver, vehicle license number, and name of insurance company from the other party(ies) involved in the accident.
3. Provides the same information as above to the other party(ies) involved in the accident.
4. Waits at the scene of the accident until Law Enforcement has arrived (if they have been called) and completed their report.
5. Obtains accident report number from Law Enforcement and provides to Facilities Supervisor/designee.
6. Follows administrative procedures #09-003-0030 Personnel: Employee Medical Situations in regard to completion of an Employee Accident Report (form #0802) and Incident Report (form #0057).

Facilities Supervisor or Designee

7. Makes arrangements, if necessary, for another vehicle to pick up passengers at the accident scene and transport them to their destination.
8. Notifies Chief Operating Officer that an accident has happened.
9. Notifies Human Resources Director and Safety Chairperson of accident and sends safety sensitive employee for drug and alcohol testing, per administrative procedures #06-001-0010 Personnel: Alcohol and Drug Testing. Post-accident testing is only necessary under specific circumstances, outlined in the Alcohol and Drug Testing administrative procedure.
10. Completes Claim/Incident Report (available from Chief Operating Office/designee or at www.mmrma.org) within twenty-four (24) hours of accident and forwards to Chief Operating Officer/designee.
11. Provides accident report number to Chief Operating Officer/designee, if report was filed with Law Enforcement.
12. Takes pictures of damage for insurance purposes, if necessary.
13. Coordinates with Chief Operating Officer/designee to obtain estimates on vehicle damage.

Chief Operating Office or Designee

14. Obtains copy of the Law Enforcement Report, if applicable.

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15. Files and processes accident claim with insurance company.

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 02/86; 02/90; 02/92; 06/92; 07/94; 09/97; 01/00; 12/01; 12/03; 12/05; 12/07; 12/09; 09/11; 05/13; 05/14; 05/15; 05/16; 05/17; 07/18; 07/19, 03/21.